

TOWN OF CLARENCE  
ONE TOWN PLACE, CLARENCE, NEW YORK 14031

# **JOB OPENING**

## **Engineering Department**

THE TOWN OF CLARENCE IS AN EQUAL OPPORTUNITY EMPLOYER

### **Engineering Aide**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves performing sub-professional engineering work in the field and office. This is sub-professional engineering work involving assigned duties in field survey parties or office record maintenance as these relate to water main construction with the difficulty of assignments gradually increasing as proficiency is acquired. General instructions precede each task with detailed and specific instructions for each new duty to be performed.

### **TYPICAL WORK ACTIVITIES:**

Acts as part of a field survey crew making preliminary surveys, field notes, and maps and later staking out the job from approved maps;  
Sets up, adjusts and reads transits and levels and acts as chariman or rodman on survey party;  
Cuts brush, drives stakes and performs other manual tasks;  
Plots cross section, profiles, baselines and topography;  
Maintains engineering and surveying instruments in working order;  
Performs a variety of drafting work.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Working knowledge of engineering field and survey work; working knowledge of drafting; working knowledge of engineering mathematics; manual skill and mechanical aptitude; ability to understand and follow oral and written directions; willingness to learn and perform a variety of menial tasks; accuracy; dependability; physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma and either completion of a course in drafting or six (6) months experience as helper in civil engineering field.

**NOTE:** Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements